



Purpose

Use this procedure to manually block an invoice.

Trigger

Perform this procedure when there is a discrepancy with the invoice the needs to be resolved before payment can be issued to the vendor.

Prerequisites

- FI invoice
- Purchase order
- LIV invoice

Menu Path

Use the following menu path(s) to begin this transaction:

Accounts Payable Invoice Process Manage Invoice - FI Change Invoice
Accounts Payable Invoice Process Manage Invoice - FI Display Parked Invoice
Accounts Payable Invoice Process Manage Invoice - LIV Change Invoice
Accounts Payable Invoice Process Manage Invoice - LIV Display Parked Invoice
Accounts Payable Invoice Approval Manage Invoice - FI Display Parked Invoice
Accounts Payable Invoice Approval Manage Invoice - LIV Display Parked Invoice

Helpful Hints

The R/O/C column in the field description table represents the three types of data entry fields in FMMI:

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.

On certain screens you may need to scroll to view additional data fields.

Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.



There are many navigation paths to block an invoice. This OLHP guides users to block an FI invoice through the Invoice Process tab. Regardless of navigation path, the process is





the same for either an FI invoice or an LIV invoice.

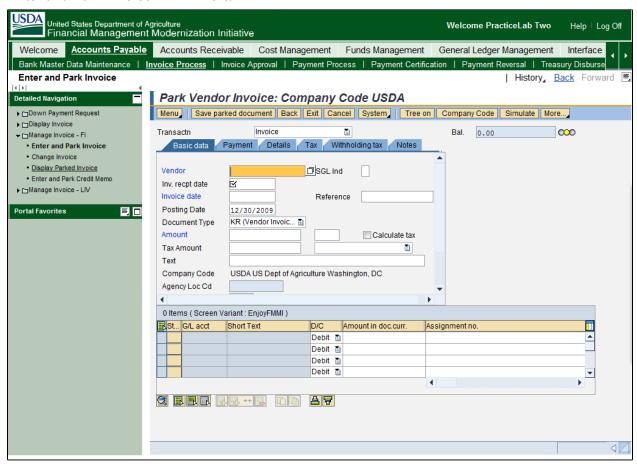




Procedure

- 1. Start the transaction by accessing the Accounts Payable tab.
- 2. Click the Invoice Process tab Invoice Process
- 3. Click the Manage Invoice FI business activity link

Enter and Park Invoice - FMMI Portal

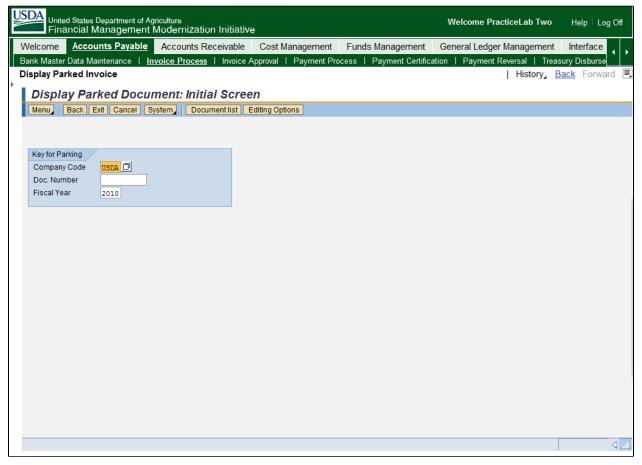


4. Click the **Display Parked Invoice** task link • Display Parked Invoice





Display Parked Invoice - FMMI Portal



5. As required, complete/review the following fields:

Field	R/O/C	Description
Doc. Number	R	Number which uniquely identifies an invoice document.
		Example: 1900004239



If the document number is known, the user and directly enter the document number. If the document number is unknown, the user can follow step 6.

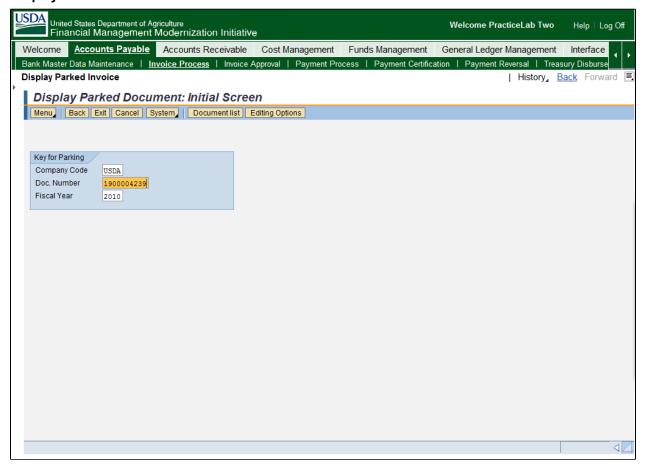
6. Perform one of the following:

If the user is unsure of the document number for a	Then
FI invoice	Click the Document List button
LIV invoice	Click the Display Invoice Overview task link





Display Parked Invoice - FMMI Portal



7. Press the Return key.

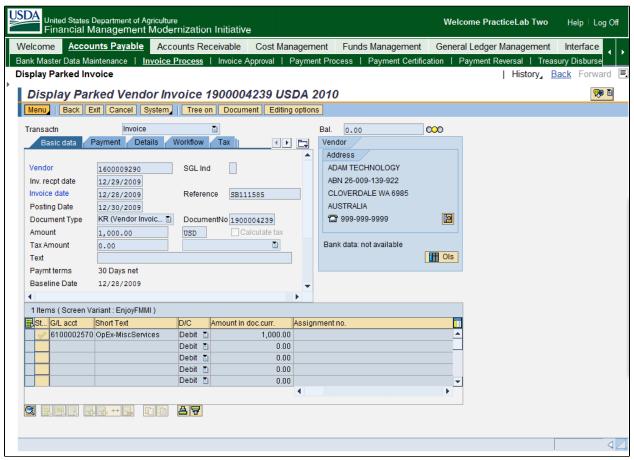


The invoice defaults to a display only view. To block the invoice, the view must be in change mode.





Display Parked Invoice - FMMI Portal

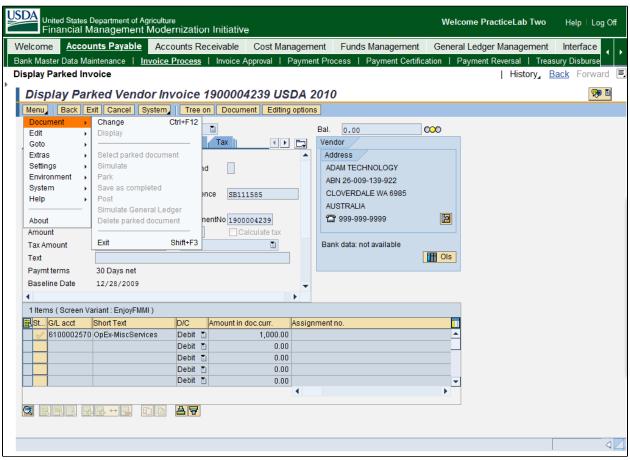


8. Click the **Menu** button Menu





Display Parked Invoice - FMMI Portal

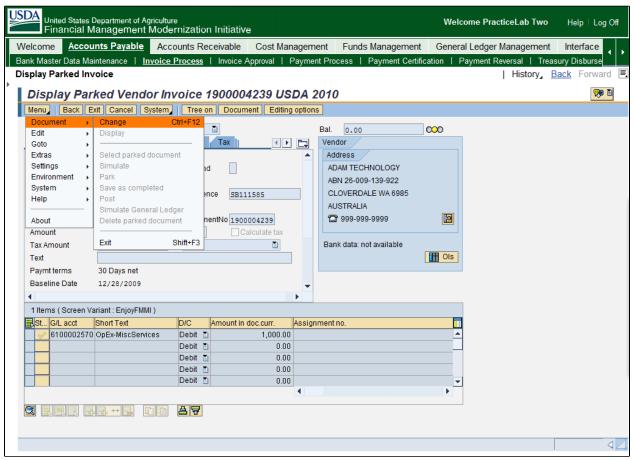


9. Click the **Document** menu item **Document**





Display Parked Invoice - FMMI Portal

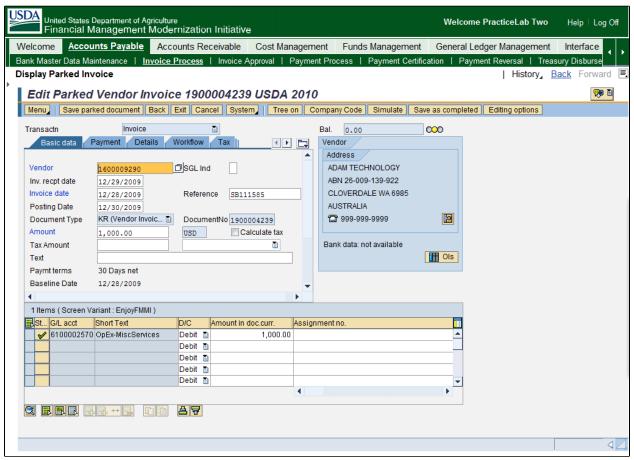


10. Click the Change menu item Change Ctrl+F12





Display Parked Invoice - FMMI Portal

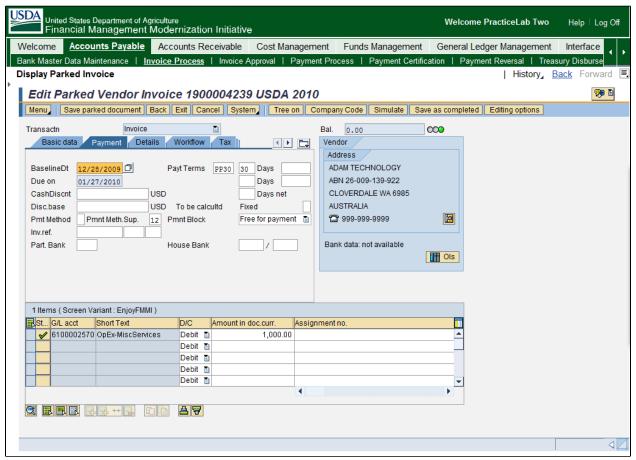


11. Click the Payment tab Payment





Display Parked Invoice - FMMI Portal

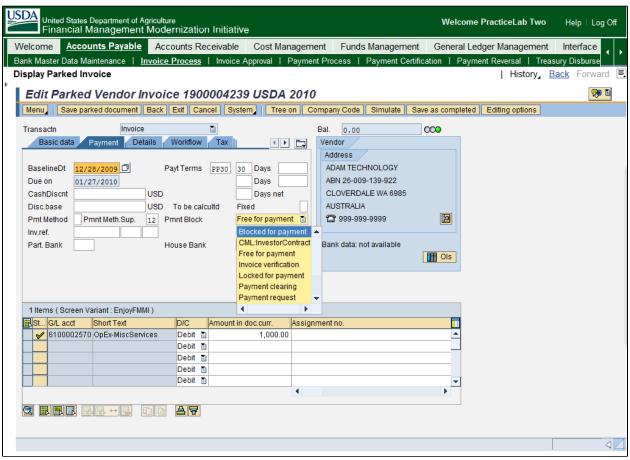


12. Click the Pmnt Block combo box Free for payment





Display Parked Invoice - FMMI Portal



- 13. Click the Blocked for payment option Blocked for payment
- **14.** Perform one of the following:

If the invoice is	Then
Incomplete and needs further investigation	Click the Saved Parked Document button
Complete and ready for review	Click the Save as Completed button



Both options park an invoice and the Invoice Approver can review and post from either of these designated statuses.

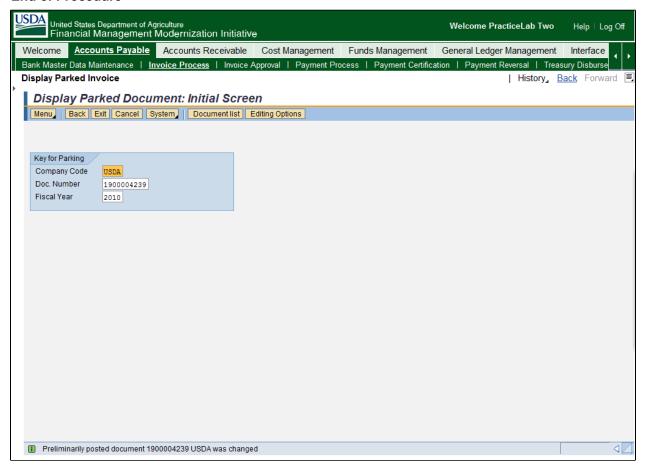


Depending on the computer resolution, "Save as completed" may appear as a button or under the "More" drop down menu.





End of Procedure



15. End of simulation.



Notice the bottom left message that the document has been changed.





Comments

Refer to the following additional materials.

- Enter and Park FI Invoice
- Change FI Invoice
- Display Parked FI Invoice
- Post FI Invoice
- Enter and Park LIV Invoice
- Change LIV Invoice Display Parked LIV Invoice
- Post LÍV Invoice
- Run Blocked Invoice List